

JAY DARDENNE  
SECRETARY OF STATE

STATE OF LOUISIANA  
SECRETARY OF STATE



Commercial  
(225) 925-4704

Administrative Services  
(225) 925-4704

Fax  
(225) 925-4726  
(225) 922-0435

Uniform Commercial Code  
(225) 922-1193

Fax  
(225) 922-0452

**TRANSMITTAL INFORMATION  
For All Business Filings**

***Registered agent, officer, entity status information available via the Internet***

Business Name (List ***exactly*** as it appears in documents)

Name of person filing document (evidence of filing will be mailed to this person, at address below)

Daytime phone number

Address

City

State

Zip Code

**NOTE: Louisiana notaries must print or type their name and include their notary or bar roll number.**

Mailing Address: P. O. Box 94125, Baton Rouge, LA \* 70804-9125  
Office Location: 8549 United Plaza Blvd., Baton Rouge, LA \* 70809  
Web Site Address: [www.sos.louisiana.gov](http://www.sos.louisiana.gov)

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# ARTICLES OF INCORPORATION

(R.S. 12:24)

Domestic Business Corporation  
Enclose \$60.00 filing fee  
Make remittance payable to  
Secretary of State  
*Do Not Send Cash*

Return to: Commercial Division  
P. O. Box 94125  
Baton Rouge, LA 70804-9125  
Phone (225) 925-4704  
Web Site: [www.sos.louisiana.gov](http://www.sos.louisiana.gov)

STATE OF \_\_\_\_\_

PARISH/COUNTY OF \_\_\_\_\_

1. The name of this corporation is: \_\_\_\_\_

2. This corporation is formed for the purpose of : (check one)

( ) Engaging in any lawful activity for which corporations may be formed.

( ) \_\_\_\_\_  
(use for limiting corporate activity)

3. The duration of this corporation is: (may be perpetual) \_\_\_\_\_

4. The aggregate number of shares which the corporation shall have authority to issue is: \_\_\_\_\_

5. The shares shall consist of one class only and the par value of each share is: \_\_\_\_\_  
(shares may be without par value) per share.

6. The full name and post office address of each incorporator is :

\_\_\_\_\_  
\_\_\_\_\_

7. Other provisions: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Incorporator(s) Signature: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

On this \_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_ , before me, personally appeared

\_\_\_\_\_, to me known to be the person described in and who

executed the foregoing instrument, and acknowledged that he executed it as his free act and deed.

**NOTARY NAME MUST BE TYPED OR PRINTED WITH NOTARY #**

\_\_\_\_\_  
Notary Signature

## INSTRUCTIONS

- NOTE:** A corporation is a complex form of business structure. This form contains only the minimum provisions required by law to be set forth in Articles of Incorporation. Additional provisions may be advisable or necessary, depending on the specific needs of each corporation. Consideration should be given to the advantages and disadvantages of incorporating, and the legal and tax consequences. You are strongly advised to seek legal advice from an attorney and tax and other business advice from an accountant.
1. File the Articles of Incorporation, and the Domestic Corporation Initial Report (form 341) which contains an agent affidavit and the requisite \$60 filing fee with the Secretary of State's office.
  2. The Articles of Incorporation and the Initial Report may be delivered to the Secretary of State's office in advance, for filing as of any specified date (and any given time on such date) within thirty days after the date of delivery. Requests should be made in writing and must be submitted along with the Articles of Incorporation and the Initial Report.
  3. The Articles of Incorporation cannot be accepted for filing unless an Initial Report form (341) is also filed. Upon filing with our office, you will receive a certified copy of the Articles and a Certificate of Incorporation. Within thirty (30) days after filing the Articles of Incorporation with the Secretary of State's office, a multiple original of the Articles and the Initial Report (or a copy of each certified by the Secretary of State), and a copy of the Certificate of Incorporation must be filed with the office of the recorder of mortgages in the parish where the corporation's registered office is located.
  4. Please call the Internal Revenue Service at (800) 829-4933 for information to obtain a corporation's federal tax identification number prior to incorporation.
  5. If the Articles of Incorporation are filed within five (5) working days (exclusive of legal holidays) after acknowledgement, the corporate existence shall begin as of the time of such acknowledgement.



**DOMESTIC BUSINESS CORPORATION INITIAL REPORT**  
**(R.S. 12:25 AND 12:101)**

1. The name of this corporation is: \_\_\_\_\_
2. The location and municipal address (not a P.O. Box only) of this corporation's registered office:  
\_\_\_\_\_  
\_\_\_\_\_
3. The full name and municipal address (not a P. O. Box only) of each of this corporation's registered agent(s) is/are:  
\_\_\_\_\_  
\_\_\_\_\_
4. The names and municipal address (not a P.O. Box only) of the first directors are:  
\_\_\_\_\_  
\_\_\_\_\_

Incorporator(s) signature(s)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**AGENT'S AFFIDAVIT AND ACKNOWLEDGEMENT OF ACCEPTANCE**

I hereby acknowledge and accept the appointment of registered agent for and on behalf of the above named corporation.

Registered agent(s) signature(s):

\_\_\_\_\_  
\_\_\_\_\_

Sworn to and subscribed before me, the undersigned Notary Public, on this date: \_\_\_\_\_

**NOTARY NAME MUST BE TYPED OR PRINTED WITH NOTARY #**

\_\_\_\_\_  
Notary Signature

## INSTRUCTIONS

1. An Initial Report must be completed and filed with the Articles of Incorporation of a Domestic Business Corporation.
2. If no directors have been selected when the Initial Report and Articles of Incorporation are filed, a Supplemental Report, setting forth their names and addresses must be filed in accordance with R.S. 12:25.
3. The Affidavit of Acknowledgement and Acceptance contained on the bottom of this form must be signed by each registered agent before a notary public.

**NOTE:** Upon filing the Articles of Incorporation and Initial Report with our office, you will receive certified copies of both documents and a Certificate of Incorporation. Within thirty (30) days after filing with the Secretary of State's office, a multiple original of the Articles and the Initial Report (or a copy of each certified by the Secretary of State), and a copy of the Certificate of Incorporation must be filed with the office of the recorder of mortgages of the parish where the corporation's registered office is located.